

**INSTRUCTIONS FOR COMPLETION OF DD FORM 2956,
THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION
COMMEMORATIVE EVENTS REQUEST**

The DD Form 2956 is used to request support for a Commemorative Partner Event. Use the instructions below to complete the DD Form 2956. *Note: Fields with an asterisk * will be listed in the Event Website Posting of your event.*

1. Organization Name: List the name of the Commemorative Partner organization.
 2. List the website of the organization (if none, please type "none").
 3. Event Point of Contact Name:
 - a. Who is the contact person for this event?
 - b. Email: List the email address for the event point of contact.
 - c. Telephone number for the event point of contact.
 4. Event Title: What is the official name given to this event?
 5. Event Location:
 - a. Site Name (Example: The Pentagon).
 - b. - d. Address of the Event Location.
 6. Is this a fundraiser or recruitment event? Please check Yes or No.
 7. Anticipated Attendance: How many people are expected to attend overall?
 8. How many Vietnam Veterans are expected to attend overall?
 9. Start Date: The date the event starts.
 10. End Date: The date the event ends.
- D R A F T**
11. Commemoration Objective the event fulfills. Choose one or more of the following Objectives:
 1. To thank and honor Veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans.
 2. To highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal agencies and governmental and non-governmental organizations that served with, or in support of, the Armed Forces.
 3. To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War.
 4. To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War.
 5. To recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.
 12. Purpose of the Event, and how Vietnam Veterans and their families will be honored.
 13. Commemoration Office Requested Role. Support is requested in the following forms (All are automatically posted to website):
 - a. Full Support: Select which options are being requested: Speaker, Manned Booth, Materials.
 - b. Materials: Available materials are sent for support of your event.
 - c. Event Website Posting only.
 14. Materials: Please indicate the quantity of each type of material requested.
Note: The *Vietnam Veterans* tin pin is for Veterans only, as such we ask that you request enough for the Veterans only. Quantities of this pin requested should not exceed the number of Vietnam Veterans expected to attend.
a-g. Ship To Name, Address, and Phone number for shipping materials, and the latest date materials need to be delivered by.
 15. Is media coverage anticipated? Please list what type and any additional details.